

## SHIVAJI COLLEGE, NEW DELHI

### MINUTES OF THE MEETING, INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Wednesday, 20<sup>th</sup> July 2016 at 2:00 PM in the Committee room to discuss the collection of data and preparation of the first AQAR report to be submitted post the NAAC visit.

The following members were present:

1. Dr. Shashi Nijhawan ( Principal)
  2. Dr. Anita Kapur, Associate Professor, Department of Botany (Coordinator)
  3. Dr. Darshan Malik, Associate Professor, Department of Biochemistry
  4. Dr. Anuradha Mal, Associate Professor, Department of Botany
  5. Dr. Tejbir Singh Rana, Associate Professor, Department of Geography
  6. Ms. Suman Kharbanda, Associate Professor, Department of Commerce
  7. Dr. Aparna Jain, Associate Professor, Department of Mathematics
  8. Dr. Jeetendra Aggarwal, Assistant Professor, Department of Mathematics
  9. Dr. Vandana, Assistant Professor, Department of Mathematics
  10. Ms. Nishtha Srivastava, Assistant Professor, Department of History
  11. Dr. Kiran Bamel, Assistant Professor, Department of Botany
  12. Dr. Aeshna Nigam, Assistant Professor, Department of Zoology
  13. Dr. Ankita Dua, Assistant Professor, Department of Zoology
  14. Mr. Parveen Kumar Section Officer Accounts
  15. Mr. Hemant Lamba Section Officer Administration
- The IQAC Coordinator, Dr. Anita Kapur welcomed the members and apprised them regarding the key achievements of the college, being awarded the 'A grade' by NAAC team during 2015. She gave a power point presentation on:
    - Role of IQAC and its function
    - Preparation of AQAR
    - Preparation of Semester wise teaching plan
    - Feedback from stakeholders

- She placed on record her appreciation of the former IQAC Coordinator; Dr. Tejbir Singh Rana for his dedicated efforts and the IQAC Committee members.
- She oriented the team to the constitution, purpose and role of IQAC along with the requirement of filling the Annual Quality Assurance Report (AQAR).
- The seven criteria's of the AQAR (similar to the SSR formulated earlier) were revisited.
- It was decided unanimously that all the events organized in college will be hosted under the aegis of the IQAC.
- The conveners of the criteria's were asked to prepare the report for the year 2015-16 keeping the following points in consideration:
  - i. To strengthen the academic and extra-curricular framework of the college.
  - ii. To stress upon the good practices of college that were highly recommended by the committee.
  - iii. Data for the report to be collected from all the stakeholders: students, alumni, parents etc.
  - iv. All Teachers-in-charge will be requested to provide the departmental data at the earliest.
  - v. The Coordinator informed that a feedback form (format given by the NAAC) was required from various stakeholders such as students, faculty, alumni and parents. The Coordinator was suggested to send the form to all the members so that the process can be initiated.
- The College Research Cell (CRC) has done enormous work by pushing the faculty members to go beyond their academic work and engage students in research. The college has been granted one of the highest numbers of Innovative projects by the University in the past year and they would be coming to a close now. The co-investigators of the Innovation projects were asked to submit and present their progress reports to the CRC. The Coordinator stressed on submitting their respective final project report and their utilization certificates at the earliest.
- The committee decided to apply for various prestigious rankings of educational institutes.
- It was further decided to send all the updated reports to the coordinator by August 31<sup>st</sup>, 2016 so that it can be reviewed before uploading.

The meeting ended with a note of thanks to the chair.